

# *Procurement*

*Department of Real Estate*

## **Goods *and* Services**



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Department of Real Estate  
Fiscal and Business Services  
2201 Broadway, Sacramento CA 95818

Small Business Liaison/Advocate  
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Fax (916) 227-0361

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Procurement within the Department of Real Estate (DRE) is the responsibility of the Fiscal and Business Services Section. This section is the centralized operation of procurement for all goods and services for the Department.

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### *Types of commodities procured*

- Audio visual equipment
- Computers and peripheral devices
- First aid kits and supplies
- Mail room equipment and supplies
- Office furniture
- Office supplies
- Office machines (calculators, fax machines, etc.)
- Paper
- Photocopiers
- Publications
- Software
- Telephones
- Toner cartridges

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### *Types of services contracts*

- Alarm & fire alarm monitoring
- Copier maintenance and repair
- Expert witness
- Hotel/meeting room
- Information technology consulting services
- Office machine maintenance and repair
- Mailing machines maintenance/repair
- Printing services
- Miscellaneous

For convenience, you may send your company product line information to: Department of Real Estate, Attn: Joe McAuley, P.O. Box 187000, Sacramento CA 95818 or Joe\_McAuley@dre.ca.gov, (916) 227-0855.